

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130022-9DDS/OL/BFB-9

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.) Report of Record Holdings						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 12		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT National Archives and Records Services Directive (in form of memo-			
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget and Fiscal Branch, EO/OL				11. FEEDER REPORTS (State total number and identify by Title, random Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-07	4.80		15		72.00		1 72.00
GS-12	8.19		4		32.76		1 32.76
B. COSTS OF COMPUTER PRODUCED REPORTS							
Not Applicable							
TOTAL COSTS PER YEAR						\$104.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report of volume of records in office at end of each fiscal year as required by Agency directive. Component requiring report as stated in 9 above. Date report first started is unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input checked="" type="checkbox"/> OTHER (explain) Subject to Directives outside the control of OL.						ESTIMATED SAVINGS MAN-HOURS DOLLARS --- --25X1	
16. DATE OF INVENTORY 17 Sept. 1970		17. NAME A		ATION		18. EXTENSION	

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130022-9

CONFIDENTIAL

(22-36-43)